March 15, 2007


TO:          ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER
             FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM:        SANDRA H. MCKINLEY- 302.838.8067
             STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT:     AWARD MEMORANDUM - AGREEMENT NO. 07-559-SM
             DOCUMENT AND MAIL PREPARATION SERVICES

## EXHIBIT A

1.   **SCOPE:**

     Kent-Sussex Industries (KSI) will provide any agency seeking to procure document and
     mail preparation services outside of those services offered through Printing and
     Publishing, Department of Technology & Information, services maintained internal to a
     state agency, or services obtained from volunteers, shall be procured through the
     established set aside of the State Use Commission.

2.   **MANDATORY USE CONTRACT:**

     **REF: Title 29, Chapter 6911(d) Delaware Code**.  Every state department and agency
     within the Executive Branch and Judicial Branch of the state government shall procure
     all material, equipment and nonprofessional services through the statewide contracts
     administered by the Division of Government Support Services, Delaware State
     University, Delaware Technical and Community College, the operations funded by
     Public School Districts, the Legislative Branch or the Board of Pension Trustees and
     their consultants, are specifically excepted from the requirements of this subsection.

     In accordance with **Title 16, Subsection 9605, Delaware Code**.  If any agency of this
     State intends to procure any product or service on the procurement list, that agency
     shall, in accordance with the rules and regulations of the Commission, procure such
     product or service, at the price established by the Commission, from the Workshop
     program of the State "Services to the Blind" Program and from qualified rehabilitation
     facilities.  If the product or service is available within the period required by that agency,
     such procurement shall be mandatory.


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3.   **AGREEMENT PERIOD:**

Each vendor(s) agreement shall be valid for a two (2) year period from February 15, 2007 through February 14, 2009*.* Addendums may be issued periodically to adjust pricing, or add new items as they become available.

4.   **ORDERING PROCEDURES**:

Each agency is responsible for placing their orders with:

Kent-Sussex Industries, Inc.
301 North Rehoboth Blvd.
Milford, DE 19963
Phone No.: (302) 422-4014 Ext 3126
Fax No.: (302) 422-4368
Email: KSICartridgeSales@ksiinc.org
Federal E.I. No.: 51-0097856
Orders may be placed via:  Phone, Email, or Fax

5.   **PAYMENT**:

VISA & MASTER CARD are now accepted.

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt.

6.   **PRICES:**

| ITEM NO. | DESCRIPTION | COST |
|:---:|:---|:---:|
| 1 | **BI-FOLD (**Fold page once) | **$.03** |
| 2 | **TRI-FOLD PAGE (**Fold page twice) | **$.05** |
| 3 | **COLLATE 2 PAGES AND INSERT INTO ENVELOPE** | **$.05** |
| 4 | **COLLATE 3 PAGES AND INSERT INTO ENVELOPE** | **$.065** |
| 5 | **COLLATE 4 PAGES AND INSERT INTO ENVELOPE** | **$.08** |
| 6 | **INSERT 1 ITEM INTO ENVELOPE** | **$.025** |
| 7 | **SEAL ENVELOPE** | **$.03** |
| 8 | **APPLY ADHESIVE LABEL** | **$.045** |
| 9 | **APPLY ADHESIVE STAMP** | **$.045** |
| 10 | **STAMP WITH SELF-INKING STAMP** | **$.035** |
| 11 | **STAMP USING INK PAD** | **$.035** |
| 12 | **APPLY ONE INCH ROUND SEAL** | **$.045** |

7.     **BULK MAIL PREPARATION:**

Bulk mail preparation includes proper sorting for bulk rate. The customer must provide labels in zip code order, and must have an established bulk rate permit. Items which are being prepared for mailing through the U.S. Postal Service could be delivered directly to Messenger Services for metering and mailing. If the customer agency can meter their own mail, the finished job can be returned directly to the customer agency.

8.     **DELIVERY CHARGES:**

| Milford | No Charge |
|---|---|
| Georgetown | $50.00 |
| Dover | $50.00 |
| New Castle County | $125.00 |

A work order will be created to include pertinent information such as Customer Agency Information, Contact person, job specifications, volume, completion dates, delivery location, cost, and billing information. This will be completed by KSI prior to the job starting and will be used to confirm agreement with all aspects of the job.